

Teacher Cards

Teachers at public/private schools, daycare center employees, and certified homeschoolers may obtain a Teacher Card. This card is for checking out curriculum-related material, and personal use of the card may result in the loss of teacher privileges. Teacher Card holders must have and keep a regular library card in good standing or else use of the Teacher Card will be restricted.

Materials checked out on a Teacher Card are exempt from overdue fines and may be granted an extended loan period. The borrower is still responsible for returning the materials in accordance with the Library's loan policies and for payment for any lost or damaged materials.

- Items checked out to a teacher card will not incur overdue fines. However, fines for lost or damaged items will still be assessed and may block an account or trigger referral to a collection agency if not addressed in time.
- The default loan period for all items is 4 weeks. Upon request, this loan period may be extended, at the time of checkout, and at the discretion of library staff, depending on the type of and demand for items.
- Account limits are 150 items checked out, 50 holds, and 50 overdue items.
- Teacher cards should not be used to check out items marked as new.
- Teacher cards may not be used to check out items from the Kiwanis Toy Library, Maker Space, or Board Game special collections, or for any material that has been changed to SHORTLOAN in our catalog.
- Improper use of a teacher card may result in the suspension or revocation of teacher card privileges.
- If either a patron's regular or teacher account becomes blocked, is barred, or gets referred to a collection agency, staff may deny use of the other account until the problem is addressed.

Ripon Public Library

120 Jefferson St.
Ripon, WI 54971

Telephone: 920-748-6160

Access your account online!
Visit www.riponlibrary.org
or use the Winnefox app.



Library Hours

Monday – Thursday	9 a.m. – 8 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 4 p.m.
Sunday	1 p.m. – 4 p.m.

Summer Hours Changes

(Memorial Day – Labor Day)

Saturday	9 a.m. – 1 p.m.
Sunday	Closed

Winnefox System Libraries

Only one card is needed for access to all of these libraries!

Berlin	Montello	Plainfield
Brandon	Neenah	Poy Sippi
Campbellsport	Neshkoro	Princeton
Coloma	North Fond du Lac	Redgranite
Endeavor	Oakfield	Ripon
Green Lake	Omro	Wautoma
Hancock	Oshkosh	Westfield
Kingston	Oxford	Wild Rose
Markesan	Packwaukee	Winneconne
Menasha	Pine River	

Policy content revised by the Ripon Public Library Board July 2021.
Minor updates: August 2023



Circulation Policy

Obtaining a Library Card

Persons may be issued a library card by providing current identification and, if necessary, proof of address, showing:

- Residence in the City of Ripon, or
- Enrollment at Ripon College, or
- Residence in the Winnefox service area, including Fond du Lac, Green Lake, Marquette, Waushara, and Winnebago counties.

Persons not meeting these requirements will be considered for a library card on a case-by-case basis.

Age Requirements

There are no age requirements to obtain a library card, but a signature by a parent or legal guardian is required for all persons under 18 years of age. Parents can exercise the option to not give permission for their children to borrow video recordings from the adult collection by choosing this option on the registration form.

Loan Periods

Most items in the library check out for a period of four weeks (28 days). Some exceptions include:

- | | |
|--------------|---|
| 7 days for: | Videos and Roku |
| 14 days for: | Most new books, magazines, toys, kits, games, and mobile hot spots. |

Interlibrary loan due dates are set by the lending library. Loan periods may be shorter for items with many holds.

Checkout Limits

Up to 100 items may be checked out on a card at any given time. Some materials have checkout limits, as follows:

Audiobooks:	25
DVD/Blu-ray:	25
MakerSpace:	2
Board Games:	2
Toy Library:	3
Roku, HotSpot:	1

Some items, including toys, MakerSpace items, Board Games and STEAM-To-Go kits, must be returned to the front desk at the Ripon library or a fines may be assessed.

Fine Rates Per Day / Maximum Fines

	Rate / day	Max Fine
Adult material	\$.10	\$5
New children's material	\$.10	\$5
All other children's material	\$.05	\$3
Toy Library & Board Games	\$.50	\$5
Maker Space items	\$1.00	\$30
Rokus and HotSpots	\$1.00	\$30
Interlibrary loan items	\$1.00	\$30
Equipment	\$1.00	\$50

Fines and Restrictions

Persons owing a total of \$25.00 or more in outstanding and accruing fines will not be allowed to check out materials, renew or reserve items, or use public computer stations.

Patrons who sign up for email notification will receive a courtesy pre-due notice followed by overdue notices. Other patrons will receive automated overdue notices by phone and/or regular mail.

Lost / Damaged Material

Users responsible for the loss of material or for irreparable damage to library materials will be assessed the replacement cost of materials. Patrons may also be billed on a case-by-case basis for: damage that staff deem repairable; replacement of lost components or damaged packaging; and for returning certain items at other libraries.

Lost or damaged material from other libraries will be handled based on the owning library's relevant policies.

Overdue Items / Collection Agency

A bill for replacement of lost materials will be sent when an item is 30 days overdue. If materials are not returned or paid for within 45 days overdue, patrons owing \$25 or more will be referred to Unique Management Services (UMS), a collection agency. At this time a non-refundable \$15 referral fee will be added to the account.

UMS will attempt to contact patrons in collections by phone and by mail in an effort to get materials returned.

Once an account goes to collection, the patron's card will not work for checking out material, using library computers, or accessing online library-sponsored services. All lost items must be returned or paid for, and any outstanding balance on the card must be paid in full, before the collection status will be cleared and the patron's account will be usable.

Equipment Loans

Library Cardholders who are at least 18 years of age may check out audiovisual equipment, including:

Epson Digital Projector
Portable Projection Screen
Slide Projector
Watt's up? Electricity meter
Wi-Fi Hotspot
Roku Streaming Media Player

Refunds for Lost Items

When a formerly lost and paid-for item is returned to the library within six months of payment, the patron may be entitled to a refund of the amount paid less a processing fee equal to the maximum overdue fine for the item in question (max \$5 for most material). Patrons are responsible for any fines that accrued before the item was paid for. A copy of the receipt must be submitted as an invoice to, and will be paid via a check mailed out from, City Hall.

Returns, Renewals and Holds

Unless otherwise indicated, library materials may returned at any time in the outside book drops or during regular hours at the circulation desk. Items with yellow "interlibrary loan" bands should always be returned, if possible, to the circulation desk.

Persons returning non-book material in the outside book return may be assessed fines for any damage which occurs to these materials in the return bins.

Any item from within the Winnefox Library System may be renewed up to two times, unless there are holds.

Interlibrary loan items are not renewable.

Overdue items may be renewed at the library if the total amount owed by the borrower does not exceed \$10.00.

Holds may be placed on most items. Users will be notified by phone or email when requested materials are available. There is a limit of 50 outstanding holds at a time.

Replacement Cards

Although there is no charge for initial issuance of a library card, a charge of \$1.00 will be assessed for each replacement card. Refunds will not be given if the lost and paid for card is later found. If your card is lost or stolen, please notify the library so we can disable your account.